

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

***TRANSFER OF LICENSE
ALL ALCOHOL/WINE & MALT***

- A. Form 983.
- B. Five (5) Page Application.
- C. Article of Organization (If a Corporation MUST CONTAIN the Seal of the Secretary of State).
- D. If the Applicants are a Partnership, Copy of the Partnership papers must be included.
- E. Beneficial Interest Statement.
- F. Tax Affidavit, All State and Local Taxes MUST be paid.
- G. Vote of the Board of Directors (All managers must be a United States Citizen and be at least 21 years of age).
- H. Form A. If a corporation, the manager must complete the form. If a partnership, each partner must complete form. If an individual, the individual must complete the form.
- I. Birth Certificate of the Manager.
- J. A Criminal Record Check on the New Manager. (New Manager MUST Complete the CORI Form and bring the Form to this office A.S.A.P. with a government issued photographic identification, this office will obtain Record if any).
- K. Must be Advertised Ten (10) Days prior to the Meeting. This office will place the legal notice. The applicant is responsible for reimbursing this office.
- L. A Copy of the Lease.
- M. Documents verifying sources of financing. (I.e., Loan Papers, Checking Account, Bank Accounts Stock Sales, etc.).
- N. Signed Purchase and Sales Agreement.
- O. A Special Permit issued through the Board of Alderman. (Application is not complete until Special Permit is approved by Board of Alderman)
- P. Application MUST be filed in Duplicate.
- Q. A \$ 200.00 Filing Fee in a Check or Money Order made payable to the A.B.C.C.
- R. A \$ 200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.